



USE PERMIT APPLICATION

A use permit is a request to allow a use that might be approved by the Planning and Zoning Commission and City Council under certain conditions. The Zoning Code identifies under each zoning district land uses permitted by a use permit. In addition to a use permit, certain land uses may require compliance with additional conditions. The Planning and Zoning Commission will review each use permit application examining several factors listed below. Planning Staff and the Planning and Zoning Commission will make a recommendation to City Council on applications after proper advertising of public notices and posting of property.

APPLICATION REQUIREMENTS

Prior to filing the use permit application, the applicant shall meet with the assigned City Planner to determine specific information and documentation required at the time of filing. The City Planner will advise what should be included in the application in addition to the following listed or attached items including: Application Form, Narrative Statement, Site Plans, and Sign Posting. Review and approval of use permits shall include but not be limited to examination of the following factors, where applicable:

1. Consistency with the General Plan.
2. Ingress and egress to property and proposed structures, pedestrian and vehicular circulation, with particular reference to fire protection.
3. Off-street parking and loading.
4. General compatibility of use with adjacent property and properties in the district.
5. Impact on public services including schools, recreation, and utilities.
6. Screening and buffering of uses.
7. Signage.
8. Exterior lighting with reference to adjacent properties.
9. Storm water retention and landscaping.
10. Site and building design for conformance with the general plan and policies and city standards.

IMPORTANT - Regarding existing site conditions. The proposed property for a Use Permit must be in a clean and weed-free manner at all times. Not having a clean and weed-free property may delay your application through the hearing process.

Department of Planning and Development, Planning Services Division
Location: 215 East Buffalo Street, Chandler, Arizona
Mailing Address: Mail Stop 105, PO Box 4008, Chandler, AZ 85244-4008
Telephone (480) 782-3000 Fax (480) 782-3075
Revised May 19, 2004

APPROVAL OF USE PERMIT

Use Permits may be granted by the City Council upon finding that the request:

1. Is in conformance with the General Plan and its policies.
2. Will not be detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood, or to the public welfare in general, and that the use will be in full conformity with the conditions, requirements or standards prescribed by this Code or higher as may be deemed necessary by City Council in any one (1) situation. Minor changes to the approved plan may be approved by the Zoning Administrator. Any major deviations may be approved by the City Council.

EXPIRATION OF USE PERMIT

Use permits granted by the City Council shall be void if the use is not commenced or substantial construction has not taken place within one (1) year of such Council action or within a time period stipulated by the Council.

SITE PLAN REQUIREMENTS

The applicant is required to submit three (3) - 24" x 36" blue line prints, and one 8.5" x 11" copy each of the following:

Note: Ensure required copy is a Photostat reduction (PMT) or like quality and that all plans are to scale.

- *Site Plan
- *Landscape Plan
- *Building Elevations (4 views)
- *Preliminary Grading and Drainage Plan
- *Context Plan (demonstrates surrounding property relationships)
- *Perspective View (provide the best "look" for the project)

Applicant may be required to submit (25) booklets inclusive of the above documents, per Staff request.

Include on Site Plans:

- Date of Plan and Revisions
- Vicinity Map with Notation of Site
- North Arrow and Scale (Engineers Scale)
- Existing Street Names and R.O.W. Dimensions
- Access Points/Modifications to Existing Street Improvements
- Building /Uses
 - Configurations/Dimensions
 - Gross Building Area and F.A.R.
 - Lot coverage
 - Total Dwelling Units / Density (residential proposals)
 - Height in Stories and Feet
- Setbacks
- Landscape Areas
- Parking Required and Provided (for other than non-single family)

SIGN POSTING & PUBLIC NOTIFICATION REQUIREMENTS

The applicant is required to comply with the following three requirements. The City Planner may request additional notification on a case-by-case basis.

1. Provide staff with mailing labels, obtained from the Maricopa County Assessor's Office, identifying the landowners within a 300-foot radius of the subject property, measured from the perimeter of the site proposed for rezoning. This will enable City staff to send mailed notice of the proposed action.
2. In certain circumstances, the City Planner may require the applicant to notify adjoining property owners outside of the 300-foot radius of the perimeter boundary of the site prior to upcoming public hearings with door hangers. The applicant shall submit a notarized affidavit stating the door hangers have been posted. Please see the attached handout, which contains the required specifications for the door hangers.

The City Planner will post an 11" x 17" hearing sign(s) on the site. The City Planner may decide that the use of a 4' x 8' sign is necessary as described below.

3. Post the subject property with notice of public hearing signs. One, 4 foot x 8 foot, wooden, double-sided sign shall be placed perpendicular to each major street frontage, generally adjacent to the public right-of-way. The applicant shall submit a notarized affidavit stating the sign has been posted and a photograph showing the sign(s) on the site.

City of Chandler

USE PERMIT APPLICATION FORM

Please have the following information filled out before filing your application. If the property owner(s) is not filing the application, please fill out the attached letter authorizing an applicant or project representative to file and pay the fees required for this application. You may write 'See Attached' if needed.

THIS FORM TO BE TURNED IN WITH OTHER DOCUMENTS AT DEVELOPMENT SERVICES COUNTER

This Area For City Use Only

CASE PLANNER _____

PROJECT NO. _____

Please complete information:

1. PROJECT / BUSINESS NAME: _____

2. PROPERTY LOCATION/
ADDRESS: _____

3. PROPOSED USE: _____
(i.e. Single-family, multi-family, retail office, commercial)

4. LEGAL DESCRIPTION: _____

5. TAX PARCEL NUMBER(S) _____

6. GROSS ACREAGE: _____

7. **PROPERTY OWNER(S):** _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____ PHONE: (____) _____

8. **APPLICANT / FIRM NAME:** _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____ PHONE: (____) _____

9. **SIGNATURE OF PROPERTY OWNER or REPRESENTATIVE:**

X _____

APPLICANT STATEMENT

#1 Please answer each of the questions below. Write “N/A” if not pertaining to your request. Please retype the questions and answers on a separate sheet of paper to be turned in at time of filing.

#2 IN ADDITION: Please provide a descriptive narrative that describes the architecture in detail, site layout including circulation, parking, and design, drainage, and proposed land use in more detail. If you are requesting waivers to Code requirements, include that information as well.

1. What improvements and uses currently exist on the property?
2. What type of development is proposed by this zoning request?
3. In what ways is this proposal consistent with the Land Use Map and/or meets other plan element goals of the Chandler General Plan?
4. Is the property located in a special designation area (Specific Plan Area, Redevelopment Target Area, Historic District, etc.) If so, state how the proposed use conforms with the area plan, its goals, and any applicable development standards.
5. In what ways is this proposal compatible with the surrounding land use and zoning pattern? (Designate zoning and land use on the site plan submitted).
6. Are there unique design considerations proposed, beyond Zoning Code requirements, that reduce development impacts or would further compatibility with adjacent properties? If yes, explain.
7. If the subject property were not zoned/rezoned, why is it not suitable for the uses allowed under the current zoning?
8. Are there any unusual characteristics of the site that may restrict or affect development? If yes, explain.
9. Most proposals require development review by the Department of Planning and Development Services. Have you met with them regarding this proposal?
10. Other than zoning and development review approval by the Department of Planning and Development Services, what other approval processes are required to accomplish the development proposal, i.e. abandonment, variances, use permits, design review, State or County licensing or permits, etc.?



Affidavit of Sign Posting

Application No. _____

Applicant Name _____

Project Name/Location _____

The applicant will be required to post a 4 foot by 8 foot wooden sign or signs on the subject site a minimum of 15 calendar days prior to the first public hearing. One, double-sided sign shall be placed perpendicular to each major street frontage, generally adjacent to the public right-of-way. The applicant shall submit a notarized affidavit stating the sign has been posted with accurate information and a photograph showing the sign(s) on the site. Please see the attached handout, which contains the required specifications for the sign. **It shall be the responsibility of the applicant to erect and maintain the sign on the subject property as well as maintain the current public hearing information on the sign until formal decision of the case has been made by City Council. It shall also be the responsibility of the applicant to remove the sign after final disposition of the case.**

I confirm that the site has been posted for the zoning case number above as required by City of Chandler Planning Services Division. A picture of the sign(s) posted on the subject site has also been submitted.

Applicant/Representative Signature

Date

This instrument was acknowledged before me on this _____ day of _____, 19____,
by _____. In witness whereof I hereunto set my hand and official
seal.

Notary Public

My Commission expires on _____

Return completed, notarized affidavit and picture(s) to the Planning Department **at least 15 days prior to the first public hearing.**

LETTER OF AUTHORIZATION

City of Chandler - Use Permit Application

It is requested that an application for a Use Permit be accepted by the Planning and Development Department for property located

_____.

Said property is owned by _____

and hereby authorizes me to file this application on his/her behalf.

I hereby certify that the above information is correct, and that I am authorized to file an application on said property, being either the owner of record or authorized to file on behalf of the owner.

Applicant

Date

Property Owner

Date

Property Owner

Date

ZONING FEE SCHEDULE

(Ordinance No. 2354)

1. General Plan Amendments

- | | | |
|----|----------------|-------|
| A. | Map Amendment | \$500 |
| B. | Text Amendment | \$500 |

2. Rezoning

- | | | |
|----|------------------|---|
| A. | Single Family | \$500 plus \$25 per acre or portion thereof |
| B. | Multi-Family | \$500 plus \$25 per acre or portion thereof |
| C. | Non-Residential | \$500 plus \$25 per acre or portion thereof |
| D. | Zoning Extension | Same as Original Fee |

3. Preliminary Development Plan \$200 if filed as an individual application. No fee required if filed with a Rezoning application.

4. Use Permits

- | | | |
|----|----------------------|----------------------|
| A. | Single Family | \$200 |
| B. | Administrative | \$75 |
| C. | All Others | \$300 |
| D. | Use Permit Extension | Same as Original Fee |

5. Variances

- | | | |
|----|---------------|-------|
| A. | Single Family | \$100 |
| B. | All Others | \$200 |

6. Continuances

- | | | |
|----|---------------------|-------|
| A. | Applicant's Request | \$100 |
|----|---------------------|-------|

7. Subdivision Plats

- | | | |
|----|------------------|---------------------------|
| A. | Preliminary Plat | \$500 plus \$5.00 per lot |
| B. | Final Plat | No Fee |

8. Miscellaneous Fees

- | | | |
|----|-----------------------------|--------|
| A. | Home Occupations | No fee |
| B. | Zoning Verification Letters | No Fee |